



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <u>2-14-84</u>	1. Agency Address GEORGIA STATE FINANCING AND INVESTMENT COMMISSION 2 MARTIN LUTHER KING, JR., DR., S.E. SUITE 472 ATLANTA, GEORGIA 30334	Application Number <u>84-4</u>	Date Received <u>FEB 15 1984</u>
Application Number <u>2X14-5/84</u>		Date Completed <u>APR 4 1984</u>	
2. Person to Contact WALT FAIRCHILD		Working Title ADMINISTRATIVE SERVICES CHIEF	Telephone Number 656-3426
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest <u>1950</u> <u>DATE</u>		5. Records Series Title (followed by title used in office; if different) <u>OFFICIAL POLICY REGISTER</u>	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION IS RESPONSIBLE FOR THE SUPERVISION OF THE EXPENDITURE OF FUNDS FOR THE CONSTRUCTION OF, IMPROVEMENT OR REMODELING OF FACILITIES FOR STATE AGENCIES AND FOR THE SALE OF GENERAL OBLIGATION BONDS TO FINANCE SAID CAPITAL OUTLAY PROJECTS.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: SETTING POLICY FOR COMMISSION OPERATIONS.  Included are: BOUND VOLUMES CONTAINING OFFICIAL POLICY DIRECTIVES OF THE COMMISSION AS ESTABLISHED BY THE DIRECTOR OR PURSUANT TO BOARD DECISIONS. POLICY STATEMENTS COVER ALL ASPECTS OF COMMISSION OPERATIONS.  File is arranged: CHRONOLOGICALLY BY DATE.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>OFTEN</u> ; Seven to twelve months old <u>OFTEN</u> ; Thirteen to twenty-four months old <u>OFTEN</u> ; twenty-five months and older <u>OFTEN</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/8</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>PERMANENTLY</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

POLICY DIRECTIVES HAVE CONTINUING AUTHORITY UNTIL OFFICIALLY CHANGED.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other AS EACH VOLUME IS then,

☒ Hold in the current files area UNTIL NO LONGER NEEDED FOR REFERENCE THEN, FILLED month(s) year(s); then

☐ Transfer to local holding area, hold year(s); then

☐ Transfer to State Records Center; hold year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>William F. Roberts</i>	<i>2/14/84</i>	<i>Walter H. Trichard</i>	<i>2-14-84</i>												
<table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>Robert A. Smith</i></td> <td><i>4-2-84</i></td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Edward Weedon</i></td> <td><i>2/22/84</i></td> </tr> <tr> <td>Attorney General/Designee</td> <td></td> <td></td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>Robert A. Smith</i>	<i>4-2-84</i>	Secretary of State/Designee	<i>Edward Weedon</i>	<i>2/22/84</i>	Attorney General/Designee		
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Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)